

memorandum

Ohio Field Office

DATE: 23 Apr 02

REPLY TO

ATTN OF: OH:EITREIM

OH-0772-02

SUBJECT: **DESTRUCTION MORATORIUM FOR ENRON RELATED RECORDS**TO: Direct Reports
Project Directors

DOE General Counsel recently transmitted a DOECAST message advising that the Department of Justice (DOJ) has imposed a records destruction moratorium in connection with a criminal investigation that it is conducting relating to the Enron Corporation. The DOJ has directed the DOE to preserve and maintain all materials that:

“relate in any way to Enron’s **financial condition and/or business interests**, including **contacts with its officers, employees, agents or other representatives** and any individual **acting** officially or unofficially, directly or indirectly **on behalf** of Enron about these matters: from January 1999 to the present time.” _

This **is not** a document search. It is a directive not to destroy. The scope of the moratorium includes paper and electronic documents, including e-mail, received by Federal or contractor staff (excluding “list-serve” type e-mail communications). This will include drafts, working papers, notes, and other materials that may not even qualify as federal records. In this regard, it goes beyond the normal scope of a records destruction moratorium. However, this moratorium does not include publicly available media and commentary such as newspapers, magazines, cartoons or the Enron jokes that have been circulating in e-mail.

Although this moratorium has been imposed on the entire Department, it is unlikely that OH or any of its projects actually have many documents covered by it. However, we must still be aware of this moratorium and insure that any such records that may exist are not destroyed until further notice. We will notify you when this moratorium is removed and normal disposition of these records may resume.

Project Directors are requested to apprise their respective contractors of this memorandum.

Addressees

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Please direct questions to the Records Management Program staff, Shawn Wasilewsky at (937) 865-3497; e-mail: shawn.wasilewsky@ohio.doe.gov or Judy Kuenle at (937) 865-3417; e-mail: judy.kuenle@ohio.doe.gov.

A handwritten signature in black ink, appearing to read "Anthony C. Eitrem". The signature is fluid and cursive, with a long horizontal stroke at the end.

Anthony C. Eitrem
Chief Counsel & Records Manager

cc:

S. Brechbill, OH/Manager
J. Craig, OH/OOM
S. Wasilewsky, OH/BTAS